

WINTER H/ C G/HARRIS (LIFE BURLING + MATH)

**Dear Sir:**

There is attached a draft of a recommended "Voucher and Schedule of Payments" to be signed by an authorized certifying officer bonded under Public Law No. 889 - 77th Congress - for submission to the Chief Disbursing Officer, Treasury Department, in order to enable that official to make payments to vendors and other payees. The name of the payee and the net amount to be paid will normally be the only information reflected on this schedule in addition to disbursing officer's voucher number, check numbers, and other details of such nature. The Voucher and Schedule of Payments will be used as both a schedule of payments and the original voucher(s), since all original basic data normally transmitted through channels to the General Accounting Office for post-audit will physically be retained in the confidential files of the Central Intelligence Group.

In addition to the use of this suggested form, it is desired to use a pay roll procedure which will conform substantially with that set forth under Item 3, page 5, of General Regulations 102-Revised. It is necessary that an exception be made with respect to this Regulation to the extent that the pay roll change slips and any other similar details be retained in the Pay Roll Section of JIG so that a site audit may be subsequently made. This will necessitate the use of Standard Form 1128 and an attached list in each case showing name of employee, net amount paid, and signature or check number. The continued use of Form WD-43 in lieu of Form 1127-Revised (pay card) would facilitate the operation of this procedure, and the only details

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Lindsay C. Warren

- 2 -

15 August 1946

which will flow through normal channels will be those which pertain to tax, retirement, and other similar deductions or adjustments which will be reflected on standard forms approved by the General Accounting Office and acceptable to the Treasury Department. Standard Form 1064 would be used to schedule all payments.


Under the site audit procedure outlined above, it would be preferable to have special auditors designated by the General Accounting Office and approved by CIG from a security viewpoint to make periodic audits of the original and basic documents located physically in the CIG files. It is recommended that these audits be made at the end of each quarter since current audits will not only alleviate certain administrative difficulties but will enable us to immediately recognize security problems which may develop. CIG will provide space and safes for the original vouchers and accompanying basic documents for the use of the General Accounting Office auditors and examiners. If this proposal is acceptable, it would be necessary for several individuals or teams to be provided by the General Accounting Office, namely; one individual as a contract examiner, possibly two each for the audit of commercial vouchers and civilian travel, and an additional team for the purpose of auditing pay rolls.

It is anticipated that after audit and approval or settlement by representatives of the General Accounting Office the original vouchers and basic pay roll data will be retained in the confidential files of the CIG for a period of not to exceed five years. The length of the retention period would depend upon the relative need for secrecy in safeguarding the National interest. However, the files would be available to properly designated officials of the General Accounting Office in the event questions arose after the basic audits had been performed.

As has been indicated informally to representatives of your office, it is necessary to proceed with this matter as expeditiously as possible and it will, therefore, be appreciated if your office will informally contact the pertinent officials of CIG for any additional related information concerning the procedures and/or the security problems involved in order that your formal reply may be received within the next few days.

FOR THE DIRECTOR:

KEN: jal  
cc:

  
Executive for Personnel  
and Administration

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Department or Establishment: \_\_\_\_\_

### Appropriation Summary

PAID BY

The foregoing accounts and/or claims have received administrative examination and pursuant to authority vested in me as an Authorized Certifying officer, I certify that they are correct and proper for payment in the amounts stated and from the appropriation or fund indicated. The original documents supporting this Voucher and Schedule of Payments have been retained in the confidential files of this agency and are available for audit by properly designated officials.

### Appropriation Summary

PAID BY

Total of Payments Authorized

(Authorized Certifying Officer)